**Copying and pasting from Word onto ACTD (Activity Detail)**
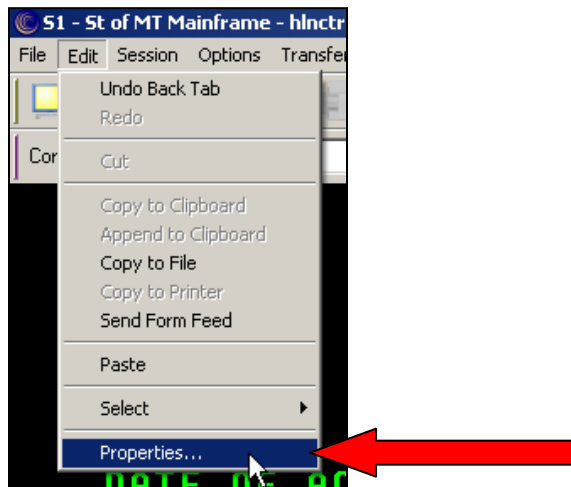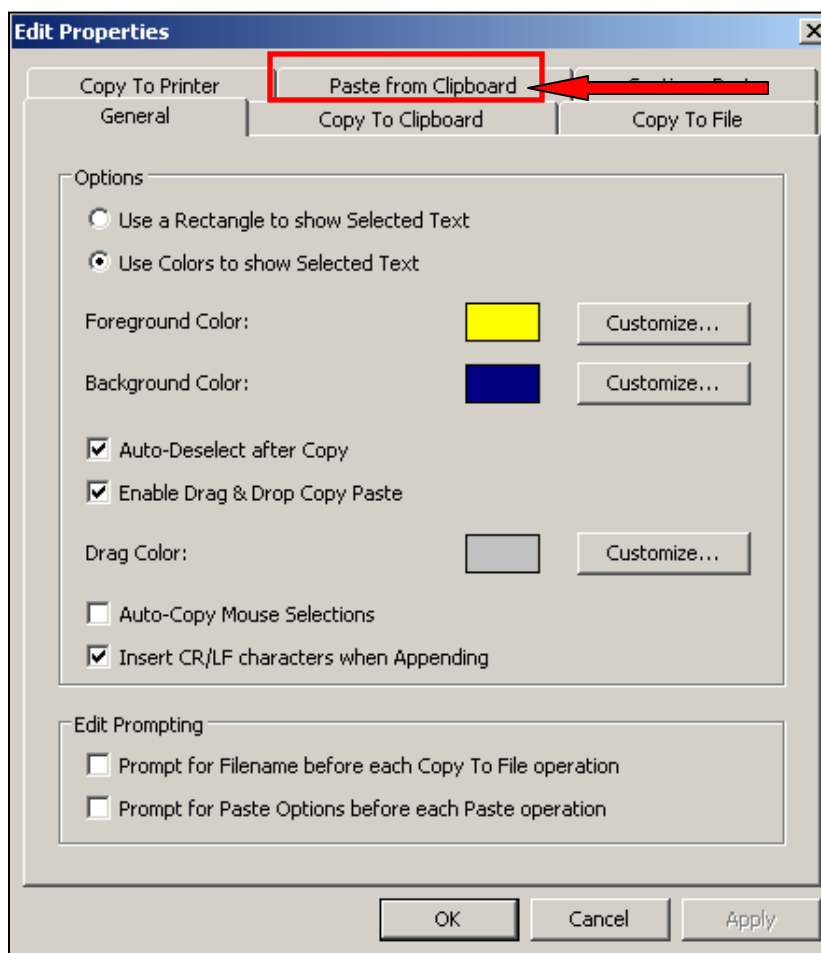
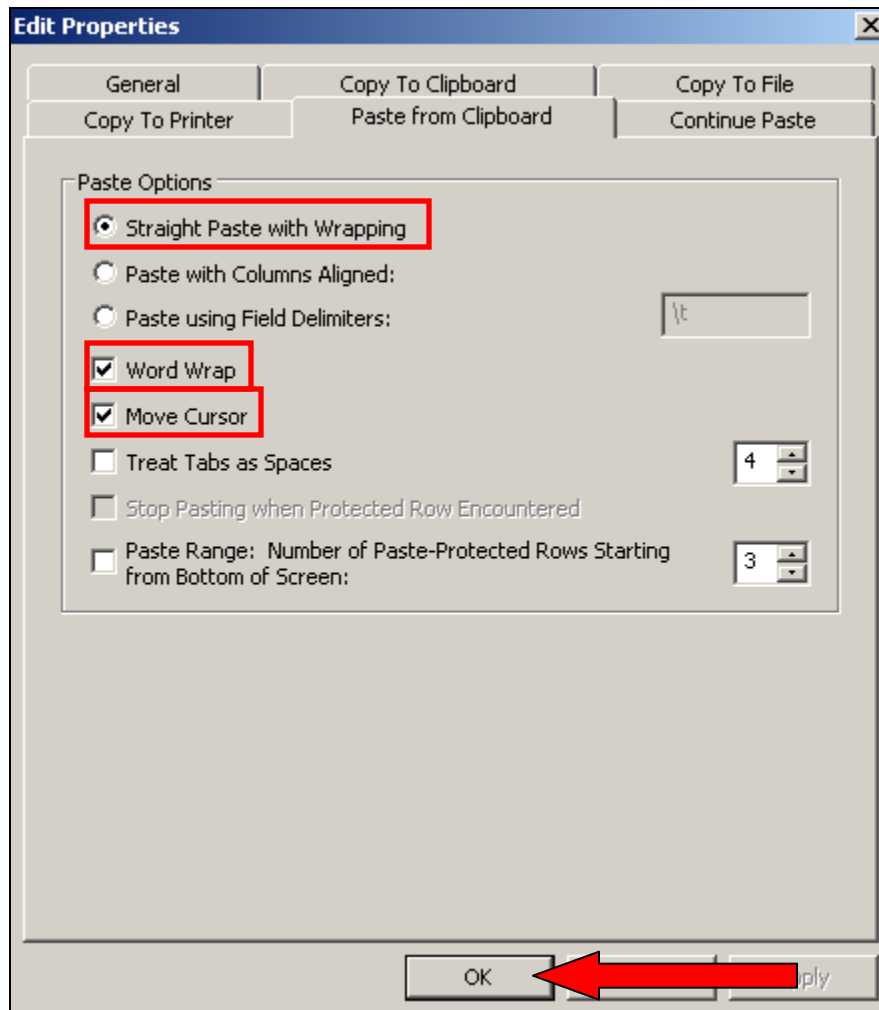In CAPS, click on "Edit" and select "Properties."



The following box should appear - click on the "Paste from Clipboard" tab.

On the "Paste from Clipboard" tab – click the "Straight Paste with Wrapping" option and make sure "Word Wrap" and "Move Cursor" are checked. Then click "OK".
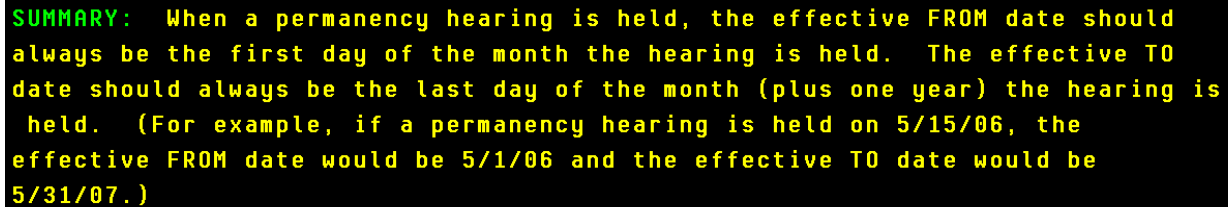


Now you can open Word and type the information you want to copy onto ACTD. Highlight the text (using mouse drag in Word) and select "copy" (right click in the highlighted text).
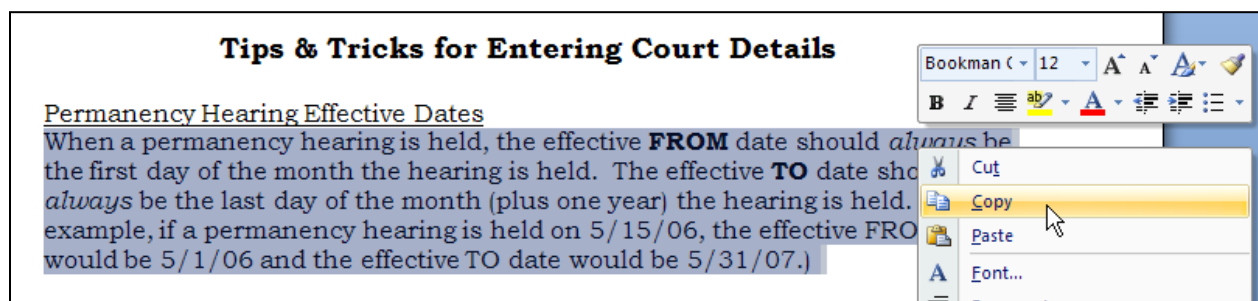
Pull up the ACTD screen for the appropriate client and place the cursor in the "SUMMARY" field.

```
SUMMARY:        ◄─────────────
```

To paste the text you can either press CTRL-V **or** click "Edit" then "Paste" from the EXTRA menu.

```
SUMMARY:   When a permanency hearing is held, the effective FROM date should
always be the first day of the month the hearing is held.  The effective TO
date should always be the last day of the month (plus one year) the hearing is
 held.  (For example, if a permanency hearing is held on 5/15/06, the
effective FROM date would be 5/1/06 and the effective TO date would be
5/31/07.)
```

Use caution with the amount of text you copy as you only have fifteen lines on ACTD!  You can, however, select sections of text from Word and continue the copy/paste on ACT2 by pressing SHIFT + F2 on ACTD.  If you need additional comment pages, press F11 on each page of ACT2.

This same copy/paste functionality should work in other comment areas in CAPS (RRD3, Investigation Summary area of RRD1, Directions area on ADDD, etc.)